

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PARALEGAL ASSISTANT

POSITION CODE: 30860

Effective: 09-01-14

DISTINGUISHING FEATURES OF WORK:

Under direct supervision of a licensed attorney, writes legal memoranda, legal opinions or other documents for review and approval by licensed legal staff; analyzes transcripts of hearings; prepares case files for hearing; excerpts pertinent information; assumes no independent responsibility for legal validity of work performed; performs general paralegal support services; may perform special projects and/or prepare statistical reports.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Reviews, reconstructs and writes decisions and opinions based on factual evidence presented during hearings which do not involve interpretations of matters of law; assists in publishing legal decisions and opinions by editing, indexing, proofreading, collating and distributing such material.
2. Conducts statistical, documentary and legal research, analyzes transcripts of hearings and excerpts pertinent information.
3. Compiles and prepares statistical reports and performs special projects. Performs general paralegal support services, including docketing, data entry and other organizational support.
4. May require research of primary and secondary legal sources, as well as the preparation of subpoena compliance, legal memoranda and opinions.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in such areas as legal, pre-legal, English, statistics or directly related coursework.

PARALEGAL ASSISTANT (continued)

Knowledges, Skills and Abilities

Requires working knowledge of precedent cases, search procedures, writing style format and vocabulary appropriate to the subject matter upon completion of a job learning period.

Requires working knowledge of technical report writing, vocabulary and word usage.

Requires analytical ability in working with information such as would typically be acquired through a professional education.

Requires ability to write in a clear and concise manner.

Requires ability to analyze and organize facts, evidence and precedents and to draft written material to legal staff in a clear and logical format.

Requires ability to organize and present statistical data.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.